



## **Safety and Emergency Procedures**

In case of emergency...

- During or immediately after any of the emergencies listed below, the Director of the program the emergency took place at is required to contact the emergency contact listed on the Resident Intake Form.
- During an emergency that requires evacuation, staff will transport residents to other Savage Sisters and SIR recovery homes. All five of our homes are currently within 0.3 miles of each other. Additionally, each house contains one extra bed in case of emergency need, which will provide space for displaced residents. Our houses are not always full either, which would ideally allow for all six to seven potential residents that are displaced to be placed in one of our other homes. If there is not enough room in our other homes, residents will be asked if they can stay at their relatives house temporarily. If that is not possible, our management team is in constant communication with other responsible recovery home owners, and will provide residents with funding to stay at a different recovery home. Whether they choose to stay at the new home or come back to our program when the issue is resolved or a bed opens up is up to the individual resident.
- Staff will be assigned in the following manner during an emergency:
  - Live in house managers will likely be on scene during a potential emergency. They will be responsible for evacuating as needed to other recovery homes. House managers are expected to immediately report any emergencies to property managers, who can navigate needed transportation to other homes. Property managers are then responsible for contacting upper management. Upper management, which consists of the Director of the SIR program, Director of Operations, and the Executive Director, is then responsible for coordinating temporary housing for residents that are displaced, and resolving the emergency.
- In the case of needing to evacuate and transfer residents impaired by alcohol or other drugs, house managers should immediately contact property managers to assist in the situation, and help determine the consequences and outcome. Property managers should inform upper management, who can help determine what steps need to be taken. Standard program procedure consists of:
  - Confirming the accuracy of the urine sample that determined their impairment by taking a second test
  - Addressing the issue with the resident, and asking the resident to “get honest
  - Contacting the emergency contact
  - Offering to take the resident to an inpatient treatment facility and allowing them to rejoin the program upon completion
  - Helping the resident obtain safe housing in another recovery program



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- Providing transportation to a safe location if none of the other options work
- If residents are dismissed for any rule breakage they will have time to pack their belongings and leave the property. The management team can help them transition safely or assist them with in-patient treatment. If dismissal was based only upon relapse, upon completion of inpatient treatment, they will be allowed to rejoin the program. If they were dismissed for other reasons, management reserves the right to deny them placement in our program. In this scenario management is advised to assist individuals in finding placement in another trusted recovery home program. Additionally, residents will be allowed to return and recover their personal items; an appointment must be made with the house manager within one month or their items will be distributed during our street based outreach events. Residents do not have the right to be on property to retrieve their items. This is at the discretion of the house manager.
- In the event of an emergency such as a fire, or disaster that affects the continuation of operations at any Savage Sisters Recovery facilities, notification to the Department of Health needs to be given within 48 hours. Savage Sisters' Executive Director is responsible for providing notification to the Department of Health.